

SECRET

T-3 OSMI

17 JUN 1980

MEMORANDUM FOR: Chief, DDO Duty Office

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FROM:

[REDACTED]
Deputy Director of Logistics

SUBJECT: Updating of Data for DDO Duty Office

REFERENCE: Memo for DD/L fm C/DDO/DO dtd 6 Jun 80,
same subj (OL 0-2602)

Per your request, attached are the latest editions of the Logistics Instructions (LI's) pertaining to Office of Logistics Senior Staff Duty Officers and emergency and afterhours support. Our records indicate that your office is presently on our distribution list and should be receiving all revisions to the respective LI's. If you experience any further difficulty in receiving this information, please contact [REDACTED] Assistant Executive Officer, OL, on extension [REDACTED]

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Attachments:

- A. LI 50-1, Emergency Action During
Nonduty Hours - OL (Revised 1 Jun 78)
- B. LI 50-2, Intelligence Support in
Crisis Situations (Revised 30 Sep 74)
- C. LI 50-3, CIA Operations Center -
On-Call Officials of OL (Revised 31 May 78)

Distribution:

- Orig - Adsee, w/atts
- 1 - OL/P&PS Official, w/atts
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- ✓ 1 - OL Files, w/o atts
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- 1 - EO/OL Chrono, w/o atts

OL 0 2602a

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AEO/[REDACTED] (16 Jun 80)

Unclassified when
removed from att.

TRANSMITTAL SLIP		DATE 10 JUN 1980
TO: OL Files		
ROOM NO.	BUILDING	
REMARKS:		
FROM: C/PD/OL STAT		
ROOM NO.	BUILDING	EXTENSION

FORM NO. 241
1 FEB 55

REPLACES FORM 36-8
WHICH MAY BE USED.

(47)

10 JUN 1980

PROCUREMENT DIVISION NOTICE NO. 80-9

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FROM:

[REDACTED]
Chief, Procurement Division, OL

SUBJECT: Invoice Payment Problems

1. Purpose: The purpose of this Notice is to provide procedures for review and response to OF/A&CD/CB-generated listings of contracts and orders under which payment of invoices are being delayed.

2. Background: OF has, as one of its current Management Objectives, the payment of vendor invoices within 30 days from receipt. To satisfy this objective, it is essential that this Division makes every effort to provide OF with timely and complete information that will permit it to effect expeditious processing of invoices.

3. Procedures:

a. Each month CB/A&CD/OF will forward a Delinquent Invoice Status listing to PD/OL for review and response. PD will forward specific responses within 10 working days from receipt of the listings.

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b. [REDACTED] AA/PD/OL, will act as the Division coordinator. She will insure that responsible units respond within the required timeframe and she will consolidate responses for transmittal to OF.

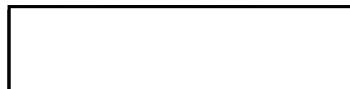
c. In completing the PD Response/Action column on the attached Delinquent Invoice Status listing, it is imperative that precise information be supplied; i.e., if a contract or order was previously transmitted to OF, the date of transmittal is to be cited and a copy is to be attached to the response; if a receiving report has been previously issued, a copy is to be attached to the response.

d. PD's consolidated response will be keyed to the requirements categories set forth on OF's summary sheet.

SUBJECT: Invoice Payment Problems

e. Based on the requirements set forth on the OF May 1980 transmittal, the following units are assigned responsibility for response:

Requirement	Responsible Unit
Need Receiving Report	M&FCU
Need PO/Contract	Branch
Need Funds Obligated on CONIF	CONIF DBM/PMS/OL
Need Equipment Schedule	Branch
Need Amendment to Existing Contract	Branch
In Process of Payment	OF/A&CD/CE



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Att

cc: A&CD/OF

Distribution:

- Orig - OL/PD Official, w/att
- 1 - OL/PMS, w/att
- 1 - DBM/PMS/OL, w/att
- 1 - OL/P&PS, w/att
- 1 - Each PD Unit, w/att
- 1 - OL Files, w/att
- 1 - OL Reader, w/att
- 1 - OL/PD Chrono, w/o att

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Approved For Release 2003/08/20 : CIA-RDP83-00957R000100020090-7

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